INFORMATION ONLY

Refer to 1-A01-PPG-001 for Processing Instructions.
Print or Type All Information (Except Signatures)

1. Date 3-13-96	25. DMR. No. 96-DMR-~~ELM~~-~~0004~~ 000 7

Existing Document Number/Revision Data Management, 4-B29-ER-OPS-FO.14, Rev.3 (9/9/94)	3. New Document Number or Document Number if it is to be changed with this Revision

4. Originator's Name/Phone/Page/Location Stephen Luker/4455/T891B	5. Document Title Field Data Management

6. Document Type ☑ Procedure ☐ Other _____

7. Document Modification Type (Check only one)
☐ New ☐ Revision ☐ Intent Change ☑ Nonintent Change ☐ Editorial Correction ☐ Cancellation

8. Item	9. Page	10. Step	11. Proposed Modifications
1	14/51	7.1, [A]	CHANGE THE TIME SPECIFICATION FROM "48 HOURS" TO "2 WEEKS".
2	15/51	7.2, [1]	CHANGE THE TIME SPECIFICATION FROM "48 HOURS" TO "2 WEEKS".
3	15/51	7.3, [1]	CHANGE THE TIME SPECIFICATION FROM "2 DAYS" TO "2 WEEKS".
4	23/51	9. NOTE	CHANGE THE TIME SPECIFICATION FROM "5 WORKING DAYS" AND "5 DAYS" TO "2 WEEKS" AND "2 WEEKS", RESPECTIVELY.

ADMIN RECORD

12. Justification (Reason for Modification, EJO#, TP#, etc.)

WITH BUDGET REDUCTIONS AND CONSEQUENT REDUCTIONS IN STAFF, MORE TIME IS NEEDED TO IMPLEMENT ADEQUATE QUALITY CONTROL OF THE DATA, SPECIFICALLY UPLOADING DATA FROM THE FIELD INTO A CENTRAL (ELECTRONIC) RFETS DATABASE KNOWN AS THE RFEDS (ROCKY FLATS ENVIRONMENTAL DATA SYSTEM).

If modification is for a new procedure or a revision, list concurring disciplines in Block 13, and enter N/A in Blocks 14 and 15. If modification is for any type of change or a cancellation, organizations are listed in Block 13, then Concurror prints, and signs in Block 14, and dates in Block 15.

13. Organization	14. Print and Sign (if applicable)	15. Date (if applicable)
QA	S. LUKER	3.13.96
Peer	Greg DiGregoria	3/14/96
Program Mgmt	A Tyson	3-14-96
Data Mgmt	GARY DETERS	3/18/96

16. Originator's Supervisor (print/sign/date) ANN TYSON, AS ABOVE

17. Assigned SME/Phone/Page/Location Bill Mulder 8739/514544/080-K2	18. Cost Center	19. Charge Number 951135 84	20. Requested Completion Date	21. Effective Date 3/19/96

22. Accelerated Review? Yes ☐ No ☑   23. ORC Review N/A

24. Responsible Manager (print, sign, date) ANN TYSON, AS ABOVE

REVIEWED FOR CLASSIFICATION/UCNI
BY ___NA___
DATE ___NA___

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6.5 Capture of Extraordinary Data

NOTE   *The database is populated from environmental sample collection crews through two sources. The initial source is the COC that is copied before shipment, identified in Section 6.4, Delivered COC Copy. The primary source is the field data capture program known as Datacap. The RFEDS group is responsible for managing all data in the EDB.*

EG&G Project Manager

[1]   **IF** field information is extraordinary and **NOT** entered into Datacap, **THEN** perform <u>one</u> of the following:

[A]   Work with the RFEDS USM to develop a new module in the Datacap program.

[B]   New modules are developed in Datacap when unusual field sampling activities become common.

[C]   Work with the RFEDS USM to upload extraordinary field sampling information by methods other then Datacap.

[2]   **IF** sampling data is **NOT** going to be stored in the EDB, **THEN** document in interoffice correspondence to the RFEDS USM where:
- The information is stored.
- Who is storing the information.
- Why the EDB does not have the information.

7.   INSTRUCTIONS-DATA ENTRY

Sample Manager

[1]   **WHEN** the field data have been reviewed and found to be complete, **THEN** provide information to the field data manager who inputs the data into Datacap in accordance with the instructions presented in Sections 6.3.1 through 6.3.6.

7.1   Sample Collection Data Entry

Field Data Manager

[1]   Enter the sample collection data:

[A]   Enter the following basic sample collection data into the Sample Collection section of Datacap within 2 weeks of the sampling event:
- Sample number
- Location
- Type of sample
- Quality control code (such as DUP, RNS, FB, OR TB)

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7.1 Sample Collection Data Entry (continued)

Field Data Manager (continued)

[B] **IF** a sample was scheduled to be collected, **AND** no sample was taken due to a particular circumstance, such as a dry well, **THEN** record this information in the Sample Collection section of Datacap with an appropriate disposition describing why no sample was collected.

7.2 Field Parameters Data Entry

Field Data Manager

[1] **IF** field parameters are measured, **THEN** enter field parameters into the appropriate Datacap module within 2 weeks of the sampling event, preferably immediately after entering the sample collection data.

Field parameters include, but are <u>not</u> limited to, the following:
- Sample depth
- Water temperature
- pH
- Dissolved oxygen
- Specific conductivity

[2] Ensure that all parameters taken (all those required by the procedure for this medium) are entered into Datacap.

7.3 Tracking Data Entry

Field Data Manager

[1] Enter COC information (also referred to as tracking information) into the Tracking section of Datacap within 2 weeks of sample shipment to the contract laboratory.

[A] Obtain the COC information from the COC form that accompanies the sample.

[B] Ensure that the COC information entered includes:
- Sample contractor or subcontractor.
- Charge number.
- COC number.
- Destination laboratory.
- Sample number.
- Sample location.
- Contact person and phone number.
- Sample team members.
- Date sampled.
- Time sampled.
- Media sampled.

8.1 Surveyed Sample Sites

EG&G Project Manager

[1] Provide the information for the surveyed sampling sites in an ASCII format on a 3 1/2-in. double-sided diskette with the following information:
- Location code
- X coordinate (easting) in Stat Plane Units (feet), Zone 3476, NAD27
- Y coordinate (northing) in State Plane Units (feet), Zone 3476, NAD27
- levation in feet
- Survey method (survey, global positioning system, tape and measure)
- Survey source (company that surveyed location)

8.2 Digitized from a Map

EG&G Project Manager

[1] Provide sampling sites identified with a location code on a (topographic) map to the RFEDS GIS group.

[2] Ensure that the map contains X and Y coordinate reference points, and is on the smallest scale possible, to increase location accuracy.

EG&G Sample Management GIS Group

[3] Digitize this information, or arrange for it to be done by a subcontractor.

9. INSTRUCTIONS-DATA TRANSMITTAL TO RFEDS

NOTE *Field information and sample event data are to be transmitted to RFEDS within 2 weeks after the sample date. Tracking data are to be submitted to RFEDS within 2 weeks after samples are relinquished to the analytical laboratories.*

Field Data Manager

[1] Transmit the field information and sample event (sample collection) data to RFEDS.

[2] Submit the tracking data (COC) to RFEDS.

[3] Perform a backup of the Datacap databases before transmitting data.

[4] Create export files onto a 3 1/2-in. high density double-sided diskette using the Datacap transfer option.